



Return-to-Work Guidance



Do you have employees returning to work? You need to know...

Michigan's Return-to-Office Workgroup has provided Gov. Gretchen Whitmer with their recommendations for how employers can plan for a safe, phased reopening of offices.

"Workers and their safety are our top priority,"

— said Michigan COVID-19 Workplace Safety Director **Sean Egan**.

The Return-to-Office Workgroup encourages employers to be transparent and communicate frequently with employees on phased return-to-office plans.

Here are their key recommendations:

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Consider including the following:

- Mentoring and training of employees.
- Task-based work functions (e.g., some work in-person, some remote).
- Clarify the employer's ability to update the policy as needed and recognize changing conditions.
- Individual feasibility based on an employee's ability to successfully complete their functions remotely (e.g., classification may be remote, but an individual employee either struggles or does not have the tools/ability to function remotely).
- Collaboration and team functions.
- Employee well-being/mental health.
- Communicating that more in-person work is permitted.

Employers: Reduce Office Density

- Focus on task-based collaboration and specific needs for in-person work while allowing other tasks and teamwork to be completed remotely when feasible.
- Consider utilizing hybrid work strategies to promote social distancing.

Employers: Address Operational Obstacles

- Daily Health Screenings - stagger entry times to avoid congregation at screening checkpoints, consider using screening apps to provide prior to entry.
- Entry/exit through common entrances and elevators - stagger start and end times as practical to avoid congregation.

Employers: Quarantine, Isolation and Testing Guidelines

- Ensure policy clearly articulates the ability of employees to quarantine/isolate/test without risk of job loss.
- Promote the use of sick leave tax credits available for employers with 500 or fewer employees to provide paid leave.

Employers: Caregiving Resources for Employees

- Establish a return policy that provides employees with caregiving obligations to continue remote work regardless of the cohort group returning, including caregiving of immuno-compromised persons.
- Promote the use of family leave tax credits available for employers with 500 or fewer employees to provide paid leave.

Employers: Vaccines

- Provide up-to-date information to employees on the vaccines.
- Provide links to vaccination sites/sign-up information.
- Consider partnering where possible with local public health to offer on-site vaccination.
- Add COVID-19 vaccination to existing wellness programs and benchmarks.

For more CAMComp Toolbox Talks and safety tips, go to our **SAFETY CENTER**

To schedule time with **Tracy Nelson** our Loss Control Consultant,
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